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DATE: December 1, 2010

TO: «First_Name» «Last»
«Address_1»
«City», «State» «Postal»

FROM: James L.J. Houpis, Provost and Vice President
Academic Affairs

SUBJECT: Part-Time Teaching Associate Appointment

On the recommendation of the Department of «DeptID» and on behalf of the president, I am pleased to offer you a temporary appointment as a Teaching Associate at California State University, East Bay. The specific terms and conditions of this appointment are as follows:

Start Date:	«Eff_Date»	End Date:	«End_Date»
Time Base:	«Decimal»	WTU:	«Total_WTU»
Fraction:	«Fraction»	Monthly Salary:	\$«Monthly_Rt»

The International Union, United Automobile, Aerospace and Agricultural implement Workers of America (“UAW”), AFL-CIO, Local No. 4123, is the sole and exclusive representative of the Teaching Associates Classification, Classification Code Nos. 2353 and 2354, at the California State Universities. The CSU/UAW Agreement can be found at http://www.calstate.edu/LaborRel/Contracts_HTa4 (l) 7 ((a) 1 (bor)3(ont) Ag) /2 523. TJetl/2 0 0 41 011 (tl) 4 (2 0 0 41 0) 1 (11

DATE: December 1, 2010

TO: «First_Name» «Last»
«Address_1»
«City», «State» «Postal»

Re: Part-Time Teaching Associate Appointment for «First_Name» «Last» in the Department of «DeptID»

Start Date:	«Eff_Date»	End Date:	«End_Date»
Time Base:	«Decimal»	WTU:	«Total_WTU»
Fraction:	«Fraction»	Monthly Salary:	\$«Monthly_Rt»

I accept this offer of employment as stated above and in accordance with the conditions as set forth in this letter.

In addition, I certify that: I am not employed in any other capacity at CSUEB or any other CSU campus.

I am a retired annuitant of CalPERS.

I am employed for ____ units in the _____ Department at CSUEB or the _____ campus in the CSU system.

I am also employed _____% as a staff member in the _____ Department at CSUEB.

I am also employed _____% through Grant/Contract through _____.

Please sign, date and return this form to «DeptID». You have fourteen (14) days from date of receipt of this letter to accept the appointment.

Signature _____
«First_Name» «Last»

_____ Date